

DOCUMENT NAME: Printing - DOD**DAFIS DOCUMENT TYPE: 37**

1. **Description:** DOD Printing Requisition/Order is used to request various printing, graphics, and audiovisual work from DOD.
2. **Primary Forms:** DD-282, DOD Printing Requisition/Order
3. **Related Forms:** NAVCOMPT-2277, Voucher for Disbursement and/or Collection
SF-1080, Voucher for Transfer Between Appropriations and/or Funds
4. **Document Number:** Standard Number - unit assigned.

SAMPLE: 3794904FAB001

<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site</u>	<u>FY Contract Originated</u>	<u>Region</u>	<u>Program Element</u>	<u>Document Sequence</u>	<u>Suffix</u>
37	94	90	4	F	AB	001	

Note: Include document number after the accounting line.

5. **Accounting Line:** If multiple lines are used, a different suffix is required for each.

SAMPLE: 2/F/401/136/30/0/AB/12345/2409

6. **FINCEN Critical Processing Requirements:**

- a. Ordering units must ensure the following information is included on every completed DD-282.

- (1) Standard DAFIS document number.

- (2) Date of request.

- (3) Estimated cost.

- (4) DAFIS accounting data.

- (5) Send billing to: CO (XX37) (see note)
USCG Finance Center
1430A Kristina Way
Chesapeake, VA 23326-XX37

Note: XX denotes appropriate Accounting Correspondence Symbol from Appendix L.

- (6) Appropriate Treasury Symbol (Appendix B) - Appropriation and Subhead block.

6. b. COPIES OF DOCUMENTS SUBMITTED MUST BE LEGIBLE.
7. **Other Information:** None.
8. **LUFS Information:**
 - a. Standard generic input is made through the Record Spending module.
 - b. Obligation will transmit electronically via LUFS.
 - c. A copy of the DD Form 282 should be mailed to FINCEN and should have the statement on the face of the document:

"OBLIGATION TRANSMITTED ELECTRONICALLY VIA LUFS"

- d. This document should have the public/government indicator set to "G".
9. **Document Flow:**

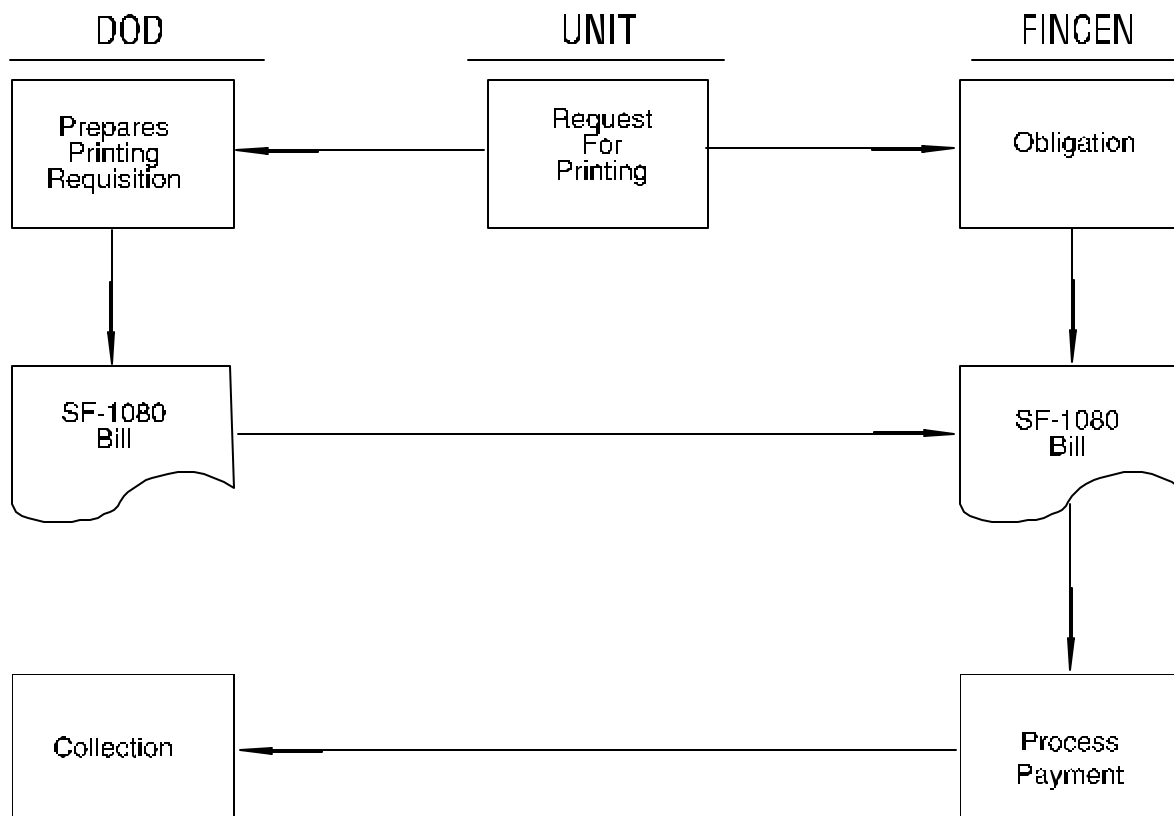


Figure 12F-1 Printing - DOD

- a. Figure 12F-1 describes the procedures for processing the Printing - DOD form.
- b. The target unit prepares the DOD Printing Requisition/Order describing the services required.

9. c. One copy of the request is given to DOD, one copy is mailed to the FINCEN, and one copy is retained in the unit files.
- d. The FINCEN receives a SF-1080, Voucher for Transfers Between Appropriations and/or Funds, for the bill.
- e. In some cases where OPAC or Cross Disbursing is used, a NAVCOMPT-2277 or other billing document is received from DOD. (See Chapter 11 on Cross Disbursing).

10. Sample Forms: See Figure 12F-2.

11. PES Report:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
3794904FAB001000	051	94012FHAA	12345	2409	0.00	35.00	0.00	0.00
3794904FAB001000	102F	94035F111	12345	2409	0.00	35.00-	0.00	37.50

12. References: None.

DOD PRINTING REQUISITION/ORDER		CLASSIFICATION (Requisition automatically becomes "UNCL" when detached from classified material)		FOR PLANT USE			
REQUISITION NO. 212345-4011-1234	DATE OF REQUEST 11 JAN 94	REQUESTED DEL YEST. COST \$35.00	(PLANT JOB NUMBER)				
FOR REFERENCE CONSULT SK1 J. SMITH		PHONE (804) 396-5731	SCHEDULED COMPLETION DATE				
			ESTIMATED COST				
ASSIGNMENT & SUBMITTER	ELABORATION	1. AUTHORIZATION	TRANS. TYPE	PROPERTY ACCT'G ACT'Y	COST CODE	FUNDING AUTHORIZATION	
6940201	2/F/401/136/30/O/AB/12345/2409				3794904FAB001		
UNIT (Specify date, time, etc.)		DATE WAVE LAST	JOB TO BE REPRINTED	JOB IS	LAST JOB NO.		
2000			MOS <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> A RE-PRINT			
PROOFS (Specify date of receipt)		<input type="checkbox"/> NOT SEND <input type="checkbox"/> SEND TO					
SPECIFICATIONS		4 1/2 5 1/2 HEAD TO HEAD <input type="checkbox"/> HEAD TO FOOT <input type="checkbox"/> OTHER (SEE COPY ATTACHED) OTHER (Specify) LEFT <input type="checkbox"/> TOP <input type="checkbox"/> RIGHT <input type="checkbox"/> BOTTOM <input type="checkbox"/> PRONG FASTENERS <input type="checkbox"/> YES <input type="checkbox"/> NO COMPOSING/PROOFING (Specify date, time, etc.) WRAP (No per pag)					
FOR PLANT USE ONLY		SPECIAL INSTRUCTIONS/REMARKS					
NUMBER ORIG	LINE RT	SERIAL NUMBERING, REGISTRATION, ETC					
IMAGE SIZE	X	1000 Yellow Bond					
PRESS PLATES IMP		1000 Green Bond					
PRESS SHEET SIZE	X						
TRIM SIZE	X						
PLANNED BY							
ORDERING OFFICE (if other than delivery address)		DELIVER TO (Complete address)					
LIAISON OFFICE APPROVAL (Signature and date)		COMMANDING OFFICER USCG NEVERSAIL 1234 COAST GUARD BLVD. PORTSMOUTH, VA 23703-2197					
APPROVING OFFICE (Signature and date) J.J. SMITH, CWO4, USCG		DISTRIBUTION REQUIRED <input type="checkbox"/> LIST / <input type="checkbox"/> LABELS ATTACHED WILL PICK UP - PLEASE NOTIFY (if) <input type="checkbox"/> HOLD					
SEND CONFIRMATION/BILLING COPY TO (insert complete mailing address)		MATERIAL RECEIVED (Signature and date)					
CD (XX37) USCG FINANCE CENTER 1430A KRISTINA WAY CHESAPEAKE, VA 23326-XX37							

DD FORM 282 (NAVY)

REPLACES DD FORM 282, 10-64, WHICH MAY BE USED

(If space is needed, attach separate sheet)

Figure 12F-2 DD-282, DOD Printing Requisition/Order